

Statement of Deficiencies

5312-C: Annual Review

Not Met

Findings/Corrections

Incomplete Annual Review 5312.C. Documentation of the annual review of orientation topics for staff, [was incomplete as it did not include: Center policies and practices, health and safety procedures, job descriptions, and current Child Day Care Class A Minimum LICENSING STANDARDS.****The staff files have the correct format for documenting annual review of the required topics for previous years. The staff have not used this document for annual review this licensure year. The documented staff meetings are weekly did cover the (6) of the (9) topics. **The following is a listing of all required topics:**

Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

5321-A: Medication Training

Not Met

Findings/Corrections

5321.A. The staff person administering medication did not have documentation of training in medication administration.

5327-H: Strings and Cords

Not Met

Findings/Corrections

5327.H. Strings and cords were within reach of children as [center windows have mini blinds with cords accessible to children].

5333-C: Record of Field Trips

Not Met

Findings/Corrections

Incomplete Record of Field Trips 5333.C. The Provider's record of all field trips taken was incomplete as it did not include the [the column on the form that indicates the number going and returning was not completed]. Complete documentation includes the date and destination, list of passengers (children, parents, and staff) (going and returning) and the method of transportation.

5333-F: Vehicles Visual Check

Not Met

Findings/Corrections

Incomplete Visual Check Documentation 5333.F. The Provider's documentation of the vehicle check was incomplete and did not include the [VISUAL CHECK AT DESTINATION AND RETURN TO FACILITY]. Complete documentation includes the signature of the person conducting the visual check and the time the vehicle was checked for each loading and unloading of children.